INSIGNIA™

Quick Setup Guide

Crosscut Paper Shredder | NS-PS10CC

Features

Power switch

auto	The shredder starts automatically when an item is inserted into the paper or disc slot. When the item has passed through the slot, the shredder stops.
off	Turns off the shredder.
rev	Use the reverse setting to clear a paper jam or to pull out unshredded paper. **Caution**: Never try to clear a jam by using REV when the wastebasket is full. This could make the jam worse.

Before using your new product, please read these instructions to prevent any damage.

LEDs

Power	Lights green when the shredder is in use. Turns off when the shredder is in standy-by (power-saving) mode.
Overheat/Overload	Lights red when the shredder is jammed or overheated, you have inserted more sheets of paper than recommended or the shredder has been used too long.
Door Open	Lights yellow if the wastebasket is opened or the shredder head is not mounted correctly.

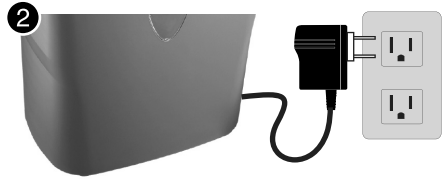
Setting up the shredder

1 Place the shredder head securely on the rim of the supplied wastebasket.

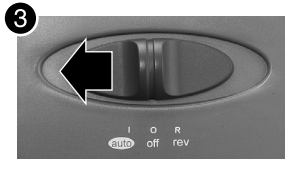
Caution: Your shredder has very sharp, exposed blades on the underside. Use care when mounting the shredder to the wastebasket.

Note: Do not use bags to line the wastebasket.

2 Connect the power cord to a power outlet.



3 Slide the power switch from **off** to **auto**.



Using the shredder

Warning: Always turn off the shredder when it is not in use.

Caution: Do not insert more than 10 sheets of paper, one credit card, or one disc at a time. You may damage the shredder.

To shred paper:

Insert paper into the paper or disc slot. When the paper has passed through, the shredder will stop.

Caution: Always feed paper in as straight as possible to avoid paper jams.

To shred discs and credit cards:

Hold the disc or credit card by the edge and feed into the paper or disc slot one at a time, releasing when shredding begins. The shredder stops when the entire disc or credit card has been destroyed.

Caution: Do not hold the disc with your finger through the center hole while feeding it into the shredder. Serious injury may occur. Never feed more than one disc or credit card at a time.

Notes:

- Never shred plastic (except credit cards, CDs, or DVDs), continuous forms, anything with adhesive including labels and envelopes, newsprint, or any hard materials.
- While this shredder will shred staples and small paperclips, it is recommended that you remove them whenever possible to extend the life of your shredder.

Troubleshooting

PROBLEM	SOLUTION
The shredder does not stop running	• Slide the switch to **off**, unplug it from the power outlet, then empty the wastebasket. • Slide the switch to **off**, unplug it from the power outlet, then push the shredded paper down to make sure that it is away from the shredder head. • Slide the switch to **rev** to remove extra paper, disc, or credit card from the shredder.
The shredder is jammed	• Slide the switch to **rev** to remove the stuck paper, disc, or credit card. • Make sure that you only send 10 sheets of paper, one credit card, or one disc through the shredder at a time.
The shredder will not run	• Change the position of the paper as you insert it. • The paper may be too thin or crumpled for the shredder to recognize it. Fold the paper, then reinsert it. • Slide the switch to **rev** to remove any stuck paper, discs, or credit cards. • Make sure that you only send 10 sheets of paper, one credit card, or one disc through the shredder at a time. • Unplug the shredder from the power outlet and let it cool for at least 50 minutes. • Make sure that the shredder head is placed on the wastebasket correctly.
The Door Open LED turned on	• Make sure that the shredder head is placed on the wastebasket correctly.
The Overheat/Overload LED turned on	• Slide the switch to **off**, unplug the shredder from the power outlet, then empty the wastebasket. • Reduce the number of sheets you are shredding or stop shredding until the LED turns off.

Maintaining

Once a month, drizzle vegetable oil or cooking oil (nothing petroleum based) on a few pieces of paper and feed them through the shredder.

Specifications

Sheet capacity	10 sheets of 20 lb. bond paper
Credit card capacity	One at a time
Disc capacity	One at a time
Paper shred size	5/32" × 1 9/20" (0.4 cm × 3.7 cm) pieces
Voltage	120V - 60 HZ 4.3A

Important safety information

- RISK OF FIRE. NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the wastebasket.
- Always turn the shredder off and unplug the power cord from the AC outlet before cleaning it, moving it, or emptying the wastebasket.
- Never place the shredder near water or any heat source.
- Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.
- Never spray any aerosol based products in or around shredder.
- Never shred envelopes, labels, or anything with glue or any sticky substance as this will lead to paper jams.
- Do not use the shredder if the power cord is damaged in any way.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and electricity and will void the manufacturer's warranty.
- Never let the wastebasket become full. This will lead to shredded material being pulled back up into the shredder and cause jams.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

WARNING
Product is not intended for use by children (product is not a toy)
Avoid touching the paper or disc slot with hands
Avoid loose clothing or jewelry touching the paper or disc slot
Do not spray or keep any aerosol products in or around shredder
Avoid getting hair near the paper or disc slot
Do not insert foreign objects into the paper or disc slot

One-year limited warranty

Visit www.insigniaproducts.com for details.

Contact Insignia:

For customer service, call 1-877-467-4289 (U.S. and Canada) or 01-800-926-3000 (Mexico)
www.insigniaproducts.com

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